

Minutes of Waukesha County Airport Operations Commission
August 10, 2011

Chairman Crowley called the meeting to order at 8:00 a.m.

Commissioners Present: Schoepke, Crowley, Richards and Falstad. Vice-chairman Bluemke excused.

Others Present: Samuel K Cryer, Plane Safe Aircraft; Harry Becker, Atlantic Aviation; Kurt Stanich, Airport Operations; Gavin Leake, Spring City Aviation; Ken Witt, Tower Chief; Urban Meloche, Tenant; and Betsy Forrest, Public Works.

Approve modify minutes of Minutes of June 8, 2011 and June 30, 2011

Richards moved with second by Schoepke to approve minutes of June 8, 2011. Motion passed.

Falstad moved with second by Richards to approve minutes of June 30, 2011. Motion passed.

Public Comment/Correspondence – None

Discussion on 2010 Airport Annual Report – Chairman Crowley requested that the report read “Airport Operations Commission” throughout the report. Mr. Stanich addressed the Commission and expressed his appreciation to Betsy Forrest of Public Works for her assistance in compiling and streamlining the report. The Commission had the opportunity to review the report last week. Mr. Stanich made the comments/changes received from the Commission to the final report. The Commission received a review of the report by Mr. Stanich. Snow removal has worked in the County’s favor with new contract saving money for airport. The company that was awarded the grass cutting bid could not keep up with the mowing and was let go. Public Works took over the mowing. They are doing a tremendous job and saving the airport money. Money saved was used to clear out areas that attract wildlife, remove trees and clear up airport grounds.

Stanich – Vice-chairman Bluemke suggested changing variance numbers from red ink to black. Changing ink to black removes perception airport was operating in a negative.

Schoepke – Where is fuel income shown?

Stanich & Forrest – The fuel income is not broken down, it is included in the first program code (FBO lease rentals and fees). This could be broken down and shown separately if desired by the Commission.

Crowley – Prior to August 23rd presentation to County Board will the report be available to the public?

Stanich – Report is not public until after presentation to the County Board.

Crowley – Will the report be posted on the airport website?

Stanich – Yes, it can be posted under airport website.

Crowley – Page 3 – Change “Administrative” to “Commission” highlights.

Falstad - Page 4 – Fuel Flow – Regarding U.S. economy, would like last sentence reworded. Change wording so it does not sound like a political statement. Commissioners agree to remove last sentence and replace with different wording.

Crowley – Page 4 – Economic Impact - Paragraph 2 – Change economic “output” to “impact”.

Stanich – Page 5 – Vice-chairman Bluemke suggested more information on the informal meetings and number of hours Chairman Crowley and Secretary Richards contribute to the County and WCTC. Is the Commission interested in including this level of detail to the annual report.

Richards – It is important for outsiders to know the Commission is not working in a vacuum, that the Commission has communications and collaborations with other entities.

Crowley – Page 5 – Under Commission activities, should airport coming under Public Works be mentioned.

Stanich - The Airport merging with Public Works is listed under Commission Highlights on page 3.

Schoepke – Would like to this listed again on page 5.

Crowley – Were the past meeting minutes of 2010 used for the activities list on page 5?

Stanich – Yes, activities taken from minutes.

Crowley – Comfortable with what is listed under activities if this was extracted from 2010 meeting minutes, and not necessary to include formal meetings and hours outside of Commission meetings in the report.

Richards – Should turmoil of FAA be mentioned in the report?

Crowley – It is not important to mention in 2010, perhaps in 2011 report if fiscal impact affects the airport. The Commission agreed with him on this.

Stanich – A cover letter from the Commission and color photo of aircraft for the cover will be added to the final report for presentation to the County Board.

Crowley – Page 5 – Will footnote at bottom of page be removed?

Stanich – Yes.

Crowley – With the comments and recommendation made by the Commission, and clarifications by Mrs. Forrest, will the Commission have the opportunity to review the report prior to the August 23rd presentation?

Stanich – Yes.

Crowley – At this time looking for approval by the Commission, although no action is required, to approve the report. After review of final report, Chairman Crowley would like the Commissioners to respond with their approval to Mr. Stanich.

Stanich – All of the changes will be made from today's meeting and will have final report to the Commission by the end of the week for their review. Mr. Markano will be back from vacation next week and will also review the report before final presentation to the County Board. Public Works Director, Allison Bussler, will also receive the final report for review.

Discussion Wings Over Waukesha event update (August 27-28) – WOW event is 2 ½ weeks away. Final planning meeting held on 8/9/11 and everything is looking good. We will need more money, but the money is coming in from exhibitors and advertisers. More sponsors would be nice, and the number of volunteers for the event looks very good.

Airport logistics review:

Parking - Met with Mr. Becker and Mr. Dalman of Atlantic and Ken Witt, Tower Chief, and came up with alternate parking locations on the airport.

Assistance from Public Works and Parks and Land Use departments has been tremendous and additional parking came through from the Expo Center.

Aircraft – There will be quite of number of aircraft for display and confirmation received for a C130 aircraft from Minneapolis to be on display for the event. The aircraft will be open to the public for tours.

Security – Eric Severson, Sheriff's Department Deputy Inspector, will be security coordinator for the 2 day event. He will be assisted by one Sheriff's deputy and three law enforcement explorer scouts on both days. Deputy Inspector Severson is comfortable with the law enforcement secured for WOW and has arranged for the County Sheriff Command Post to be on site for the event. This will be good public relations for the Sheriff's Department and center of operations in case of an emergency. Only contingency is if emergency arises and they are needed, they will pack up and go.

Safety Operations –A director has been hired for air safety operations, David Rotheneger. This will cost WOW money but he is a professional in the air show circuit and will be able to oversee all of the air show operations (charts/pilot briefings) to make sure the County is doing everything professionally and safety as possible. The addition of a safety officer was recommended at the 8/9/11 meeting. Part of Incident Command System (NIMS training) a safety officer is on board to walk around the area and make sure everything is safe and reports directly to the head person of the event.

Crowley – A television interview? Mr. Stanich is the face of WOW. This is a huge event and kudos to Mr. Stanich for this. The banners and website for WOW look great. Are posters available for the Commission to distribute or post at their business/place of employment?

Stanich – Interviewed with WTMJ4 on Saturday morning, August 6th about 9:50 a.m. answering questions about the event. Regarding the posters, they have been posted throughout the business community, and more are being printed.

Schoepke – How is involvement of local pilots coming along? Are pilots from other airports coming for this event?

Stanich – There is some interest coming from Capital Drive Airport and Palmyra. Associated with this event we are seeing others move to Waukesha from other airports because of the closeness of the airport community (events/camaraderie).

Crowley – Will there be a briefing with the County Executive on and will he be present for the event?

Stanich – Had briefings with Mrs. Bussler and Mr. Shaver (Parks and Land Use), not County Executive. Does not know if County Executive will be attending, he did come out last year.

Crowley – Would like Mr. Stanich and Mr. Markano to meet with County Executive, Mrs. Bussler, Mr. Shave and Sheriff for update on the event. The Commission would like this done. Very pleased Deputy Inspector Severson is in charge of security and the Command Center will be on site. Are City of Waukesha Police and Fire Department up to speed on the event?

Stanich – Yes, they are up to speed. Both days begin at 8 a.m. with staff briefings that include Sheriff and Fire Department.

Commission – Thank you to Mr. Stanich.

Chairman's Report – None

Airport Manager's Report – Mr. Stanich will cover in following reports (Tower/Fuel)

Tower Activity and Fuel reports

Tower Activity – Activity is down 9 to 10 percent from last year month to month. Year to date we are four operations behind last year.

Fuel – There is a 17% decrease month over month and year to date down about 3%. There have been some changes in fuel price. Mr. Stanich asked Mr. Becker to address the Commission on this.

Becker – Low lead price was reduced about 45 cents and increased the discount at fuel truck to 75 cents (from 65 cents). Delivery price was changed to that same discount, bringing aircraft taking 50 or more gallons. Larger aircraft buying 50 or more gallons will receive that discount at the hangar. With the decrease in their suppliers price, with the discount Atlantic is 10 cents below Watertown for low lead (5.44). Jet fuel is discounted to individual carriers (5.92). Discount prices were e-mailed and U.S. mail to all of the airport tenants.

Signage – Airport signs are finally in place. Still waiting for one at Delafield and Northview, delay due to deciding where to place the sign. The signs are visible and in good locations. Please contact Mr. Stanich if you notice any of the signs that need to be changed (too low/high).

Becker – There are extra signs available if there is a location where a sign is desirable.

Stanich – Very pleased to have this project wrapped up.

PlaneSafe – Request to purchase maintenance building at 503 Bluemound Road has been moving forward with the County. The County's facilities manager and a general contractor have been out to inspect the building to assess County's value of the building if decision to keep the building, update and maintain it and rent it out (what it would cost the county). County evaluation must be completed first before moving on to actual sale of the building.

Spring City Aviation – Waiting for financials from SCA, the County is working with SCA on format to use for financials and how to present them.

Restaurant – Looking into this and waiting to hear from other airports on what their agreements are and who puts up the building. Once research is put together we can move forward with plan to see if this is feasible.

Schoepke – Feedback from the airport pilot community on this because they can offer information on their experiences at other airports with restaurants (what attracts /impresses them to restaurants).

Stanich – Would the Commission like a survey or a request for comments sent to the airport tenants for feed back on a restaurant at the airport?

Commission – Request for comments would be good. The Commissioners also commented they would like someone with restaurant experience on the field.

FAA – FAA funding did not affect airport as far as safety, FAA involvement or FSDO operations. Will wait to see if any impact to airport in 2012.

Oshkosh – Attended on part of the airport to make contacts, talk to see what is needed at an airport, and visited booths to see what and why they were advertising at aviation conventions. Business and Convention Visitors Bureau will meet with 3-4 airports, pool their money together and fly out to a certain region (they market a region). Average cost for a booth is \$2,000-\$3,000 with volunteers are needed to staff it. Tie in with Visitors Bureau is very important. Another reason for attending was to observe how an air show is run/operated. Deputy Inspector Severson was also at Oshkosh and they spent some time noting security and being aware of potential terrorist threats.

Proclamation – State of Wisconsin Governor Scott Walker issued a proclamation declaring Saturday, August 13, 2011 as Mike Crowley – Ride to Cure Diabetes Day. Mr. Crowley and 400 other riders will be riding in three states, crossing the Mississippi River twice, 100 miles in one day for juvenile diabetes research. This has drawn nationwide attention, AOL and Yahoo called Chairman Crowley for an interview. Went from 246 riders in 2010 to 400 this year, has already raised over one million dollars and the ride has not even started yet.

Century Fence – The money has been approved by the County Board and the appraisal process is moving forward.

Future Agenda Items

Restaurant

Adjourn

Secretary Richards moved with second by Schoepke to adjourn. Motion carried. Meeting adjourned 9:02 a.m.

Next meeting: Wednesday, September 14, 2011 at 8:00 a.m.

Respectfully submitted,

Dick Richards
Secretary
August 10, 2011